



**STATE OF WASHINGTON**  
**EMPLOYMENT SECURITY DEPARTMENT**  
*P.O. Box 9046\*\*\*Olympia, WA 98507-9046*

**Local Planning Guidance**  
**Program Year 2005 and 2006**  
**WIA Title-I and Wagner-Peyser Operations Plan**

**SECTION I           Background**

The state is requiring new two-year (PY 05 and 06) Local Strategic and Operations Plans. The Workforce Board has issued planning guidelines for the PY 05 and 06 local Strategic Plan.

This document covers guidelines and instructions for the PY 05 and 06 Local WIA Title-I and Wagner-Peyser Operations Plan. We have built the planning questions around broad categories which respond to state and national priorities. (Refer to Attachment A)

The purpose of the Local Operations Plan is to describe how current operational aspects move the local workforce development system in the desired national and state direction.

We are including a set of assurances as a new part of the plan. These will serve to ensure local areas are carrying out the law without requiring plan descriptions of all compliance requirements of current and future law.

It should be noted that the State and Local Plans may be subject to future modifications based on passage of new legislation, subsequent federal guidance, or subsequent state plan modification instructions. The Local Operations Plan Modification policy for WIA Title I and Wagner-Peyser will be in effect as the state guidance for any modifications to the new two-year plan.

**SECTION II           General Guidance for Operations Planning**

The planning guidance provides a framework for a collaboratively developed operations plan. The instructions and questions were jointly developed by both WIA and Wagner-Peyser Administration following the design of the state plan. The goal of this exercise is one product representing both WIA and Wagner-Peyser programs and activities in each local area.

**SECTION III          Plan Content Instructions**

Describe the operational business practices and program activities of your local workforce development system and how you carry out your administrative and programmatic responsibilities. We have not included many of the specific questions asked in the PY 00-05 plan.

Instead, assurances have been added as part of the planning document. We anticipate WIA reauthorization will bring changes and new planning guidance will be released for the next local planning process. In the meantime, the assurances in the plan will make certain all the requirements of the current Act related to the plan are met.

Focus on documenting current or modified approaches that respond to the questions in each category.

### **1. Structure of Local Councils:**

- a) Describe local Workforce Development Council committee structure and its membership. (Refer to Council Certification Guidelines for membership requirements)
- b) Describe Youth Council membership. (Refer to Council Certification Guidelines for membership requirements)
- c) Indicate whether the Council plans to continue to provide core services described in Section 134 (d) (2) or intensive services described in Section 134 (c) or request to be designated as the One-Stop Operator Section 117 (f) (1) and (2).

### **2. Local Administrative System:**

- a) Identify the fiscal entity responsible for the disbursement of Title-I-B grant funds in your area (WIA Section 118(b)(8)).
- b) Describe the competitive process used to award grants and contracts (WIA Section 118(b)(9)). Include how you notify community based organizations, including faith-based organizations, of contract opportunities. (TEGL 17-01)
- c) Describe the process by which each one-stop operator was designated either through a competitive process or through an agreement between at least three partner entities. CFR 662.200 and 662.400. Describe any anticipated changes to an operator, or the roles and responsibilities of an operator. Include whether the WDC provides direct services as one-stop operators or provides core and/or intensive services.
- d) Update the attached local profile for your area (Refer to Attachment B) by including any changes since the form was filled out. Please date the attached form.
- e) Attach the following policies:
  - Procurement
  - WIA Eligibility and Priority Policy for Adults
  - Local Policies related to Priority of Services for Veterans (and applicable Spouses)
  - Individual Training Accounts

### **3. Implementation of a demand-driven workforce system**

- a) Describe, and provide examples, of how you ensure that the Council, the administrative entity, and other service providers meet the current and future employment needs of local employers and participants particularly in high growth industries and demand occupations.

- b) Discuss how you ensure that training funds support training in high growth, high demand occupations. Include descriptions of applicable practices and policies.

#### **4. Efficient use of resources and fiscal accountability**

Discuss the process the Council uses to decide how WIA funds are used for infrastructure, personnel, contracts, and other costs to provide the required one-stop system, core, intensive and training activities. (Sections 121(a) (3) and 134 (d)(1)(A))

#### **5. Enhanced integration of service delivery**

- a) Describe for each of the areas listed below, the processes you use to integrate programs in the service delivery system; e.g. maximize resources, ensure sustainability of the system, avoid duplication, leverage resources and services, within your WorkSource system. (Section 112(b) (8) (A)) Mention any plans for future processes or activities to enhance integration. Address:

- Services to businesses such as job order taking and follow-up, job development, and marketing.
- Screening and referral of job applicants.
- Approaches which identify qualified applicants for partner program services.
- Services to Migrant Seasonal FarmWorkers (MSFWs).

*Note: Describe processes in place to serve MSFWs, whether or not there is a significant MSFW office in your area.*

- Services to persons with disabilities; i.e. sign language, interpreters, and assistive technology.
- Services to veterans and related eligible persons, including National Guard and returning veterans. (TEGL 22-04)

- b) Describe and provide examples of how you coordinate with apprenticeship programs.
- c) Describe services and resources for dislocated worker and Trade Act eligible participants.
- d) Explain how your area ensures equal access to services; e.g. for MSFWs, people with disabilities, limited English speaking persons, and other targeted groups. (WIA Equal Opportunity requirements and Wagner Peyser Act requirements)
- e) Describe your local one-stop delivery system by including your current MOU(s). (Section 118(b)(2), Section 121 (b) (1) (A)(ii), Section 121( c)) At a minimum each MOU must be signed by partner organizations and contain provisions describing:
  - The services to be provided through the one-stop delivery system including each specific program and the organization that represents the program.

- How the costs of such services and the operating costs of the system will be funded.
  - Methods for referral of individuals between the one-stop operator and the one-stop partners for the appropriate services and activities.
  - The effective date and the procedures for amending the MOU.
  - Such other provisions, consistent with the requirements of this Title, as the parties to the agreement determine to be appropriate.
- f) Describe the provision of core services on the Partner Program Participation matrix (Refer to matrix and instructions in Attachment C) to identify current, specific levels and methods of participation of each required and optional partner program in your WorkSource system. (Section 121 (b) (1) (A) (i))
- g) Describe the process and criteria used to certify/validate Centers and Affiliate sites.
- h) Describe how Individual Training Account resources are leveraged with other resources.

## **6. Serving the youth most in need**

Discuss approaches that ensure the neediest youth in your area receive employment and education opportunities which will lead to increased employability.

## **7. Improved delivery of workforce information**

Identify what labor market, occupational, and career development information, tools and products; e.g. Workforce Explorer tools, labor market and economic analysis publications such as the benefits studies, are available for use by:

- The Council to carry out strategic planning and investments.
- Businesses and related organizations (industry groups, chambers of commerce) to identify growth and demand in the local economy, industries or occupations and economic development.
- Students and job seekers and their counselors, through One-Stop Career Centers, to support career decisions and development of quality career development plan.

## **8. Involvement of grass roots and community based organizations, including faith based organizations**

Describe how your area includes grass roots and community-based organizations, including faith based organizations leadership and services. (DOL Training and Guidance Letter No. 17-01)

## **9. Reporting against common performance measures across Federal employment and training programs**

In preparation for Common Measures for WIA and Wagner Peyser, how do you plan to track and oversee performance using the common measures. Would you include other programs; e.g. the Trade Act? (TEGL 15-03 or subsequent TEGs on Common Measures)

**10. Enhancing flexibility through waivers (This question is optional)**

Are there waivers to WIA or Wagner-Peyser you are interested in pursuing if more flexibility is given at the federal level?

**11. Plan Development Process**

Describe the processes used in the development of the plan as required in Section 118(c). Include:

- How Partner Program representatives participated
- How you obtained public comments
- Comments received during the public review

**12. Identify the local contact**

Give the name, e-mail address, and phone number of a person we could contact with questions regarding the plan.

## **Section IV                      Local Operations Plan Assurances**

### **Signatory officials assure that:**

The Local Operations Plan will be consistent with the visions, goals, objectives and strategies of the High Skills, High Wages 2004, Washington's Strategic Plan for Workforce Development, and those described in the Local Strategic Plan for Workforce Development.

WorkSource partner organizations as listed in Workforce Investment Act (WIA) Section 121(b), and service provider agencies, community-based organizations, faith-based organizations, and other interested community groups have an ongoing role in the WorkSource service delivery system. (TEGL 17-01)

There is an ongoing role for organizations and providers listed in WIA Section 117(h)(2) in the Youth Council's local strategic and local operations planning activities. (20 CFR 661.340)

The One-Stop operator is designated consistent with Section 121(d)(2)(A)& (B) and Section 118(d)(2).

One-Stop partners' organizations will have periodic, regular, meaningful opportunities for input into decisions made by the Local Council. (Preamble to 20 CFR 660)

There is a competitive process used to award grants and contracts as required by WIA Section 118(b)(9).

The ten program elements required in Sec. 664.410 will be provided within the framework for youth program design as required in CFR Section 664.400.

There is adherence to the requirements at 29 CFR 95.42 or 29 CFR 97.36(b)(3), as appropriate, which address codes of conduct and conflict of interest issues as well as state and local conflict of interest requirements.

Exceptions to the use of Individual Training Accounts are justified pursuant to 20 CFR 663.430.

Negotiation of local performance measures as required by WIA Section 136(c) and Department of Labor (DOL) Training and Employment Guidance will be used by the local Workforce Development Council (WDC) for measuring the performance of the fiscal agent, eligible providers, and the WorkSource delivery system.

Continuous improvement of eligible provider services takes place and such providers meet the employment needs of local employers and participants. (WIA Section 118(b)(2)(A))

The veterans services provided with Wagner Peyser funds will be in compliance with 38 USC Chapter 41 and 20 CFR part 1001.

WIA Title-I programs and Wagner Peyser Programs will be in compliance with the Jobs for Veterans Act and applicable DOL regulations and guidance.

Labor exchange activities provided with Wagner-Peyser Act funds will be provided by merit-based public employees in accordance with DOL regulations.

WIA activities required in Sections 129 (c) et al and 134 (b) et al will be available in the local area.

Local activities will be coordinated in conjunction with State Rapid Response activities. (20 CFR 661.350 and State Policy No. 3935 Revision 1)

Funds will be spent in accordance with the Workforce Investment Act and the Wagner-Peyser Act and their regulations, written Department of Labor Guidance implementing these laws, and all other applicable Federal and State laws and regulations.

## Plan Signatures

This Local Operations Plan is submitted for the period of July 1, 2005 through June 30, 2007 in accordance with the provisions of the Workforce Investment Act Title-I-B and the Wagner-Peyser Act (as amended by Title-III of WIA).

We certify that the agencies and officials below have been designated to represent the Workforce Development Area and the Employment Security Department in the capacities indicated for the Workforce Investment Act, Title-I, and Wagner-Peyser Act grant programs. Subsequent changes in the designation of these officials will be provided to the WIA Administrative Section of the Employment Security Department when they occur.

We further certify that we will operate our Workforce Investment Act and Wagner-Peyser Act programs in accordance with this Plan, the assurances herein, and applicable federal, state and local laws, regulations, and policies.

### **Workforce Development Council Chair**

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*Signature*

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*Name (printed or typed)*

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*Title*

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*Date*

### **Chief Elected Official(s)**

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*Signature*

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*Name (printed or typed)*

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*Title*

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*Date*

### **Authorized Wagner-Peyser Act Representative**

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*Signature*

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*Name (printed or typed)*

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*Title*

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*Date*



## **Section V Submittal Instructions**

### **A. Timeline**

#### 2005

March 30	Guidelines for local operations plans sent to the WDCs. The state formally notifies the WDCs that the duration of their area's current operations plan is extended to September 30, 2005.
June 30	Target date to <u>submit draft plans</u> for review and comment.
August 19	By this date the WDCs, in coordination with CLEOs, adopt their operations plan and the <u>final plan is submitted</u> to the WIA Administration, Employment Security, with a copy to the Workforce Board.
September 21	Workforce Board meets. The Workforce Board adopts a resolution recommending Governor approval of local area strategic and operations plans.
October	Governor takes action on local strategic and operations plans.

### **B. Extensions**

Exceptions to the deadlines for submitting draft and final plans may be granted based on unique challenges or circumstances in a local area. A request for an exception must be submitted to Kathy DiJulio, WIA Administrative Unit, for prior approval.

### **C. Submittal Process**

Three copies of the plan must be submitted as follows:

One original hard copy with signatures should be submitted to:

Employment Security Department  
Employment and Training Division  
P.O. Box 9046  
Olympia, Washington 98507-9046  
Attention: Larry Clark, Plan Administrative Coordinator

If you prefer to send a hard copy of the plan by Federal Express, the following address must be used instead of the Postal Address:

Employment Security Department  
605 Woodland Square Loop SE, 4<sup>th</sup> floor  
Lacey, Washington 98507  
Attention: Larry Clark, Plan Administrative Coordinator

One electronic copy of the plan should be submitted to:

The Employment Security Department at:

[ESDGPWIATRADEADMIN@esd.wa.gov](mailto:ESDGPWIATRADEADMIN@esd.wa.gov)

And to Martin McCallum, Workforce Training and Education Coordinating Board at:

[Mmccallum@wtb.wa.gov](mailto:Mmccallum@wtb.wa.gov)

## Directions and Priorities

### ATTACHMENT A

#### **State directions and priorities as listed from the Introduction to the PY 2005 and 2006 State Plan for WIA Title-IB and Wagner-Peyser:**

This two-year State Plan describes Washington State's strategic direction and service delivery plans for Title-I of the Workforce Investment Act and the Wagner-Peyser Act. The plan covers the period from July 1, 2005, through June 30, 2007. The plan was developed collaboratively by the Employment Security Department (ESD) and the Workforce Training and Education Coordinating Board (Workforce Board) in consultation with business, labor, and workforce development stakeholders. The plan responds to questions outlined in the U.S. Department of Labor's Training and Employment Guidance Letter No.14-04. The plan describes our state's commitment to implement Workforce Investment Act (WIA) and Wagner-Peyser strategies during the next two years and beyond that will offer:

1. Integrated, seamless service delivery coordination and job placement assistance through comprehensive One-Stop Career Centers (named WorkSource Centers in Washington State).
2. Demand-driven employment and training services governed by business-led Workforce Investment Boards, called Workforce Development Councils (WDCs) in Washington State.
3. Flexibility to tailor service delivery that meets the needs of our state and local economies and labor markets.
4. Customers high quality information to help them make informed career choices and to select high quality training programs.
5. Accountability to the Governor, State Legislature, Chief Local Elected Officials, U.S. Department of Labor, and to the public for fiscal and performance management.
6. WIA eligible youth with employability services that will improve their employment and education opportunities.

This two-year State Plan for Title-I of WIA and the Wagner-Peyser Act is consistent with and aligned with the goals, objectives, and strategies in *High Skills, High Wages 2004 Washington's Strategic Plan for Workforce Development*. For an electronic copy of the "High Skills, High Wages 2004", please go to: [www.wtb.wa.gov](http://www.wtb.wa.gov) and select "Publications".

#### **National directions and priorities as listed in the Program Year 2005 and 2006 State Planning Instructions from the Department of Labor:**

- Implementation of a demand-driven workforce system;
- System reform to eliminate duplicative administrative costs and to enable increased training investments;
- Enhanced integration of service delivery through One-Stop delivery systems nationwide;

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- A refocusing of the WIA youth investments on out of school youth populations,
- Collaborative service delivery across Federal programs, and increased accountability;
- Improved development and delivery of workforce information to support workforce investment boards in their strategic planning and investments; providing tools and products that support business growth and economic development; and providing quality career guidance directly to students and job seekers and their counselors through One-Stop Career Centers;
- Faith-based and community-based organizations playing an enhanced role in workforce development;
- Enhanced use of waivers and workflex provisions in WIA to provide greater flexibility to States and local areas in structuring their workforce investment systems; and
- Reporting against common performance measures across Federal employment and training programs.

## Local Area Profile

## ATTACHMENT B

### OLYMPIC CONSORTIUM WORKFORCE DEVELOPMENT AREA

**Counties Served:** Clallam, Kitsap, and Jefferson

#### ADMINISTRATIVE STRUCTURE

An interlocal agreement by the County Commissioners representing Clallam, Jefferson, and Kitsap Counties (the Olympic Consortium Board) delegated the role of fiscal agent, grant recipient, and administrative entity to Kitsap County. Kitsap County is the employer of Workforce Investment Act (WIA) staff, including the staff who support the Council.

Kitsap County carries out the strategic planning, oversight, negotiation of performance, one-stop operator identification, selection and identification of eligible providers, and one-stop certification at the direction of the Council.

Generally, the local elected officials maintain the right to approve Workforce Development Council (WDC) actions related to budget, one-stop operators, designation of fiscal and/or administrative duties, and selection of service providers. The local elected officials work in partnership with the Council to develop and submit the local unified plan.

#### ONE-STOP SYSTEM

##### One-Stop Operator Designation Process

- ☐ Competitive
- ☐ Consortium

##### One-Stop Operator(s)

- Kitsap County (Department of Personnel and Human Services)

##### Role of Operator

- One-stop system coordination
- One-stop center co-manager
- Lease holder for center facilities

##### WorkSource

###### Centers

- Bremerton
- Port Angeles

###### Manager/Coordinator

ESD, Kitsap County, and partners  
ESD, Kitsap County, and partners

## **Local Area Profile**

### **Affiliates**

- Jefferson (Hadlock)  
ESD, Kitsap County, and partners

## **SERVICE PROVIDERS**

### **Youth**

- Education Services District 114 (Kitsap)
- NW Services Council (Clallam/Jefferson)

### **Adult and Dislocated Worker**

- Kitsap Community Resources
- Olympic Community Action Council
- ESD (Kitsap, Clallam, Jefferson)
- Peninsula Community College
- Olympic Community College
- Kitsap Literacy Council

### **Adult**

- NW Services Council (Clallam/Jefferson)

## **PROCUREMENT**

At the direction of the Council, Kitsap County staff solicit proposals. The appropriate Council committees review and make recommendations on the proposals, which are forwarded to the full Council for its approval. The Council actions are submitted to the Olympic Consortium Board for final approval.

## Instructions for Completing the Partner Participation Matrix

### STEP ONE Partner Program and Organization Column

The matrix lists the optional and required partner programs listed in the WIA section and in the state plan. They are categorized by the organization (whose representative is the Signatory on the MOU). If you need to make changes to tailor this list to your area, adjust the list by adding partner organizations and programs in your area or identifying different organizations with responsibility for a program.

### STEP TWO MOU Column

Boxes on the line with "Organization Name"

Identify if the organization listed is a Signatory for the partner programs listed under the organization by putting the date of signature next to the organization.

Boxes on the lines for Partner Programs

Put a check in each box where a partner program is part of the MOU.

### STEP THREE Location Columns

Indicate whether the partner program is located at one or more of the following: Center, Affiliate, off-site facility, by putting a checkmark in each box that is applicable for that partner. Indicate off-site for any partner that does not have staff in a certified facility.

Ignore the boxes in the "Organization Name" row.

### STEP FOUR Core Services Columns

Put a letter in the box of only the applicable core service provided by the partner program through WorkSource. Use the definitions of core services listed below (Section 134 (d) (2)).

Indicate your answer by putting one of the following two letters in the applicable box(es):

- Put **S** if staff are located in a certified facility
- Put **I** if partner provides the core service only through internet access

The core service categories on the chart are defined as follows:

#### WIA Eligibility

Eligibility determinations of whether the individuals are eligible to receive assistance under Title I-B.

#### Outreach, Intake, Orientation

Outreach, intake (which may include worker profiling), and orientation to the information and other services available through the one-stop delivery system.

## **Instructions for Completing the Partner Participation Matrix**

### **Initial Assessment**

Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.

### **Job Search and Placement**

Job search and placement assistance, and where appropriate, career counseling.

### **Provision of Information**

The provision of at least one of the following types of information:

- Employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
  - i. job vacancy listings in such labor market areas;
  - ii. information on job skills necessary to obtain the jobs described in clause ;and
  - iii. information relating to local occupations in demand and the earnings and skill requirements for such occupations.
- Performance information and program cost information on:
  - eligible providers of training services as described in section 122;
  - eligible providers of youth activities described in section 123;
  - providers of adult education described in Title II;
  - providers of postsecondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.), and
  - providers of vocational rehabilitation program activities described in Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.).
- How the local area is performing on the local performance measures and any additional performance information with respect to the one-stop delivery system in the local area.
- Availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate.
- Information regarding filing claims for unemployment compensation.

### **Financial Aid Eligibility**

- Assistance in establishing eligibility for financial aid assistance for training and education programs that are not funded under this Act and are available in the local area.

### **Follow-up Services**

- Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under Title I-B adult youth or dislocated worker programs who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

### **Other Partner Services**

- Other services not described above.



## **State of Washington Required and Optional Partners**

The State recognizes the requirements of WIA Section 121(b) regarding partner programs in a one stop system. The State includes the mandatory and optional partners in the law, but also has state programs on its list.

### **The WorkSource required partner programs are:**

- WIA Title I-B Youth, Adult, and Dislocated Worker (including early intervention and rapid response) Grants and Programs
- Wagner-Peyser Programs
- Welfare-to-Work Programs
- Trade Adjustment Assistance and NAFTA
- Local Veterans' Employment Representatives/DVOP
- State Unemployment Compensation Programs
- WIA Title II Adult Education and Literacy programs including English-as-a Second Language programs
- Vocational education programs funded under the Carl D. Perkins Vocational and Applied Technology Act
- Secondary vocational education program funded under the Carl D. Perkins Vocational and Applied Technology Act
- Senior Community Service Employment Program funded under Title V of the Older Americans Act
- Vocational rehabilitation programs authorized under parts A and B of Title I of the Rehabilitation Act

### **In addition, required State Programs include:**

- Worker Profiling
- Claimant Placement Program
- Post Secondary Vocational-Technical Programs
- Worker Retraining Program
- WorkFirst (employment services only)

## **State of Washington Required and Optional Partners**

- Labor Market Information
- English as a Second Language Programs.

**Other programs encouraged to be a part of the WorkSource system include:**

- Literacy Programs
- Apprenticeship Programs
- Local School to Work connections
- Americorps/Washington State Service Corps
- Tech Prep Consortium
- Private Vocational Schools
- Other programs identified by WorkSource Regional Partnerships